



TRANSPORTATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	TRANSPORTATION, DEPARTMENT OF	RELEASE DATE:	Monday, August 17, 2015
POSITION TITLE:	Chief, Infrastructure Division - HQ, Sacramento	FINAL FILING DATE:	Tuesday, September 8, 2015
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,985.00 - \$10,703.00 / Month	BULLETIN ID:	08172015_4

POSITION DESCRIPTION

Under the general direction of the Chief Information Officer (CIO), the incumbent develops and implements departmental policy related to the Department's current and future infrastructure operations statewide including establishing policy standards related to hardware, software and telecommunications. The incumbent will manage a highly technical function that has a direct effect on the Department's ability to deliver its program and services. Caltrans IT is continually striving to collaboratively meet customer service expectations. Therefore, this position is expected to continually enhance the customer's experience by implementing, utilizing and monitoring proven customer service practices.

Responsibilities include:

- Serves as key advisor to the Directorate for policy decisions affecting the Department's computing infrastructure including: desktop hardware & software standards; communications networks; internet standards; equipment acquisition, installation and maintenance and statewide technology Infrastructure facilities.
- Develops strategic planning policy for information systems infrastructure statewide. Works with headquarters programs, districts and external agencies to provide functional guidance to Department staff working on infrastructure projects and programs.
- Develops and implements program action plans and budgets to support the Department's strategic goals and objectives.
- Represents the Department with the Office of the CIO/Office of Technology Services; Legislative Analyst Office and the Department of General Services on department infrastructure and telecommunications matters.

- Establishes and maintains Department policies related to computing infrastructure required to meet current and future Department business needs. Additionally, develops policies, standards and best use business practices for networking, operations, systems, office automation and computer facilities. Organizes the work and staff of the infrastructure program. Establishes management control systems and performance targets.
- Develops goals and objectives, performance measures, cost allocation, charge-back practices and customer service agreements and standards related to the acquisition and operation of the department's computing infrastructure.
- Advises and/or acts for the CIO on infrastructure matters and responds to inquiries from legislators, public agencies and the private sector.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in

the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

The Statement of Qualifications is a narrative discussion of how an applicant's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The statement should be no more than two (2) pages in length.

Please submit a Statement of Qualifications in response to the following questions:

1. Describe and provide examples of your leadership ability, including techniques of organizing and motivating groups, and your ability to deal effectively with a variety of individuals and stakeholders, organizations, state and federal agencies, and provider organizations/associations. In particular, highlight your experience representing an organization with internal and external customers.
2. Describe your ability and experience in planning, organizing, and directing the work of multidisciplinary professional, technical and administrative staff.
3. Describe your knowledge of the principles and practices of public administration, organization, and management, including experience in developing IT policies and programs.
4. Describe your experience working with the California legislative and budgetary processes, state control agencies, and other governmental entities that are necessary for effective program development, implementation, and evaluation.
5. Describe your experience, and provide examples, that demonstrate your ability to analyze

complex infrastructure problems and recommend effective courses of action.

6. Describe your experience, and provide specific examples, in providing technology solutions for the transportation field (state, federal, and/or private sector) and working with stakeholders.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Infrastructure Division - HQ, Sacramento**, with the **TRANSPORTATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination will consist of a review of each candidate's application and Statement of Qualifications. All candidates who meet the minimum qualifications will be admitted to the exam. The desirable qualifications listed on the bulletin will be used as evaluation criteria to score applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the minimum and desirable qualifications.

A passing score of 70%, or higher, must be obtained to establish eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of CEA B, Chief, Infrastructure Division with the Department of Transportation. Applications will be retained for twelve months.

FILING INSTRUCTIONS

All interested applicants must submit:

- A completed standard original State application (Form 678) with civil service titles and dates of experience.
- The Statement of Qualifications is a narrative discussion of how the applicant's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The statement should be no more than two (2) pages in length.
- Resumes are optional and DO NOT take the place of the Statement of Qualifications.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The State application and Statement of Qualifications are to be submitted to:

Department of Transportation Division of Human Resources, Attn: Leslie Mazzeo (15CEA17) 1727 – 30th Street- MS #90 Sacramento, CA 95816-8037

Or via email: CEA.MSPexams@dot.ca.gov

Application packets may be emailed to the above address.

Questions regarding this examination should be directed to: Leslie Mazzeo at (916) 227-4176.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is

competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Form 678). You will be contacted to make specific arrangements.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

TRANSPORTATION, DEPARTMENT OF, Division of Human Resources (15CEA17)
1727 30th Street, MS #90, Sacramento, CA 95816
Leslie Mazzeo | 916-227-4176 | cea.mspxams@dot.ca.gov

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General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)

